

Alaska Career Lattice Tutorial: Advancement to a Goal Occupation

This tutorial is for someone who wants to explore a career path to a goal occupation. The Career Lattice can help an individual identify the best entry-level occupations that will lead to that goal.

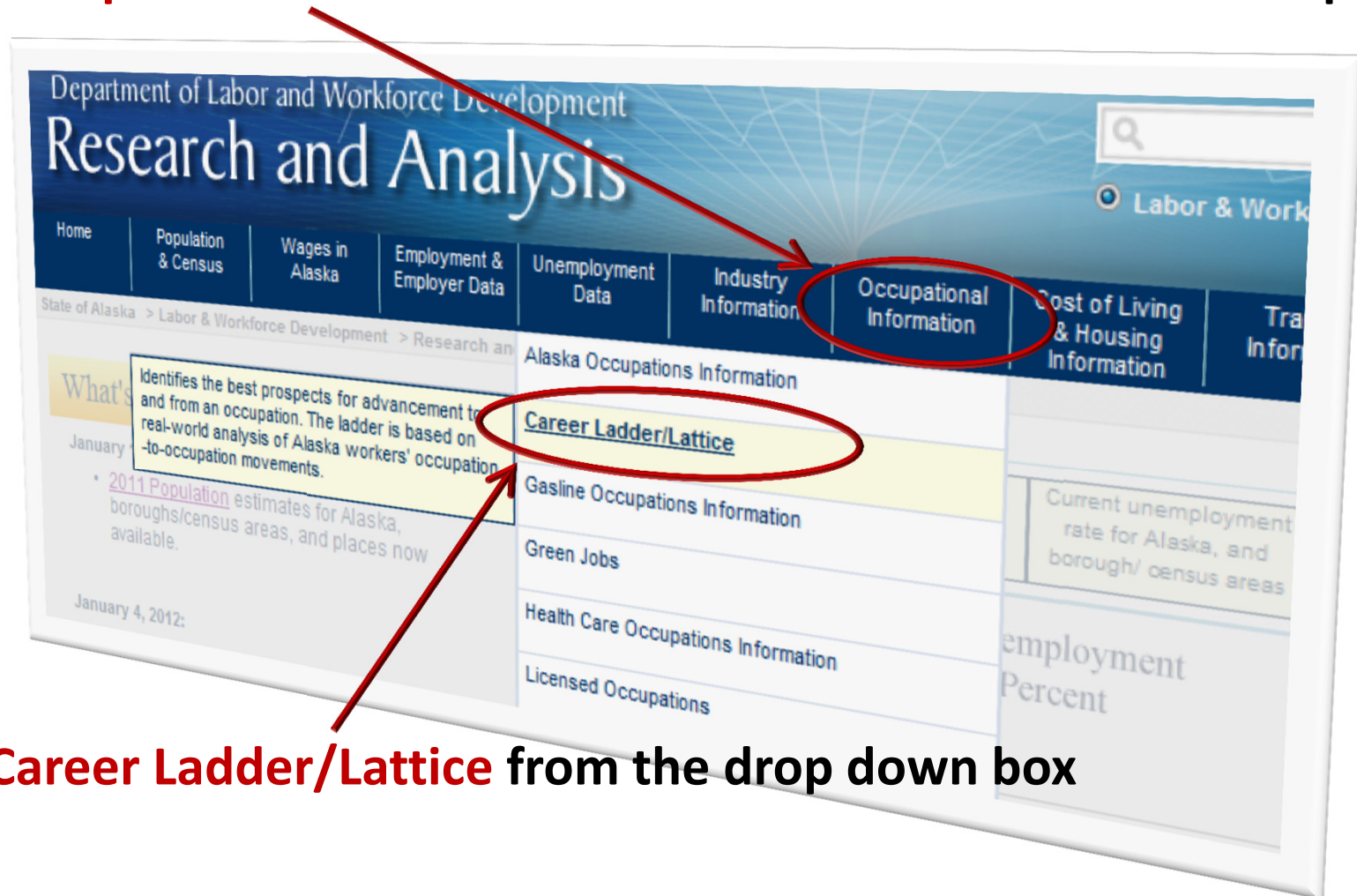
Examples of individuals that would benefit from this tutorial:

- A student or entry-level job seeker who is exploring career choices and wants to know where to start**
- A current worker who is exploring a career change that may require different education, training or experience**
- A job seeker who has lost a job and wants to explore a new career rather than just find another job**

Alaska Career Lattice

Step 1: Open the Career Lattice Home Page

Choose **Occupational Information** from the blue bar across the top



Choose **Career Ladder/Lattice** from the drop down box

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Step 2: Select a Goal Occupation

Choose an occupation from the list.

The occupation you choose will be labeled as the “focus occupation.”

Welcome to the Alaska Career Lattice

The Alaska Career Lattice is designed to assist job seekers, career counselors, education administrators, and training providers identify occupations that are the most likely to lead to advancement to or from a particular occupation.

If this is your first time using the Alaska Career Lattice, you should take our simple “Using the Career Lattice” tutorial.

Choose an occupation below to get started, or:

[Restrict your search to green occupations](#)

[Restrict your search to health care occupations](#)

[Restrict your search to science, technology, engineering and math \(STEM\) occupations](#)

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

[Abstractors, Title](#)

[Account Collectors](#)

[Accountants and Auditors](#)

[Accounting Clerks](#)

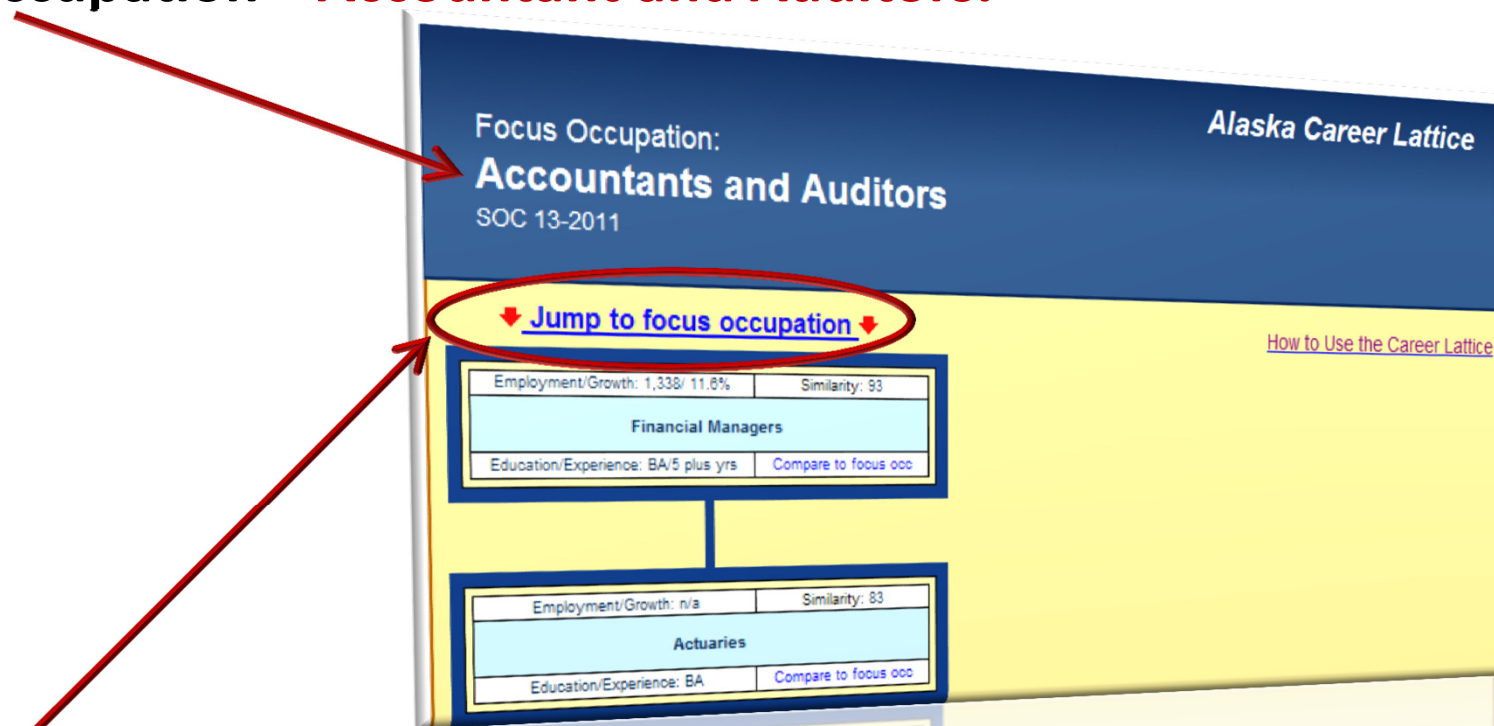
[Actors](#)

For this tutorial, select **Accountants and Auditors**

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Step 3: Click on the “Jump to Focus Occupation” link

You are now at the career lattice page for your chosen focus occupation—**Accountant and Auditors**.

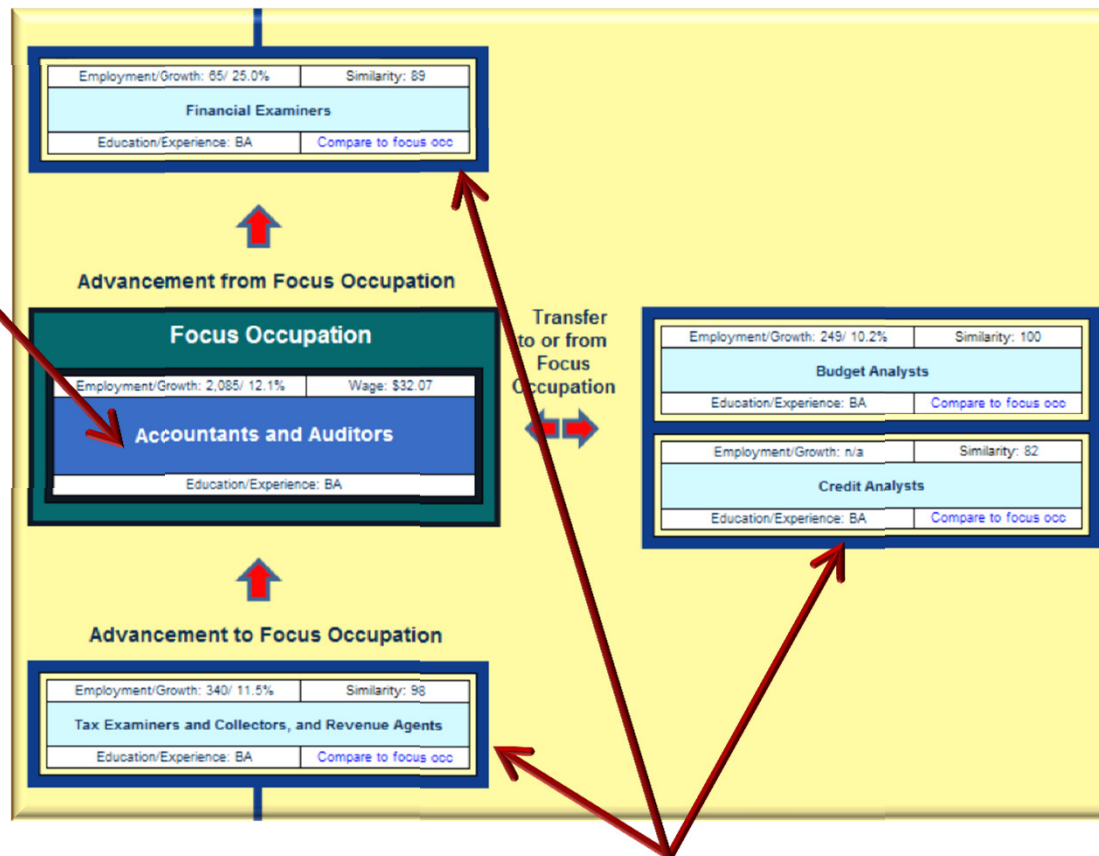


The focus occupation is at the vertical center of page and will not be visible. Click on the **“Jump to Focus Occupation”** link to move to the focus occupation.

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Step 4: Understanding the lattice page

The focus occupation (**Accountants and Auditors**) now appears at the vertical center.



The “**associated occupations**” that appear above, below and to the right of the focus occupation are those that are the most related to it.

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Step 4 Understanding the lattice page (continued)

The associated occupations were selected because our research showed that they are more related to the focus occupation than other occupations.

Our research was based on an analysis of 9 years of Alaska workers' occupation-to-occupation transitions and extensive analysis of job characteristics data.

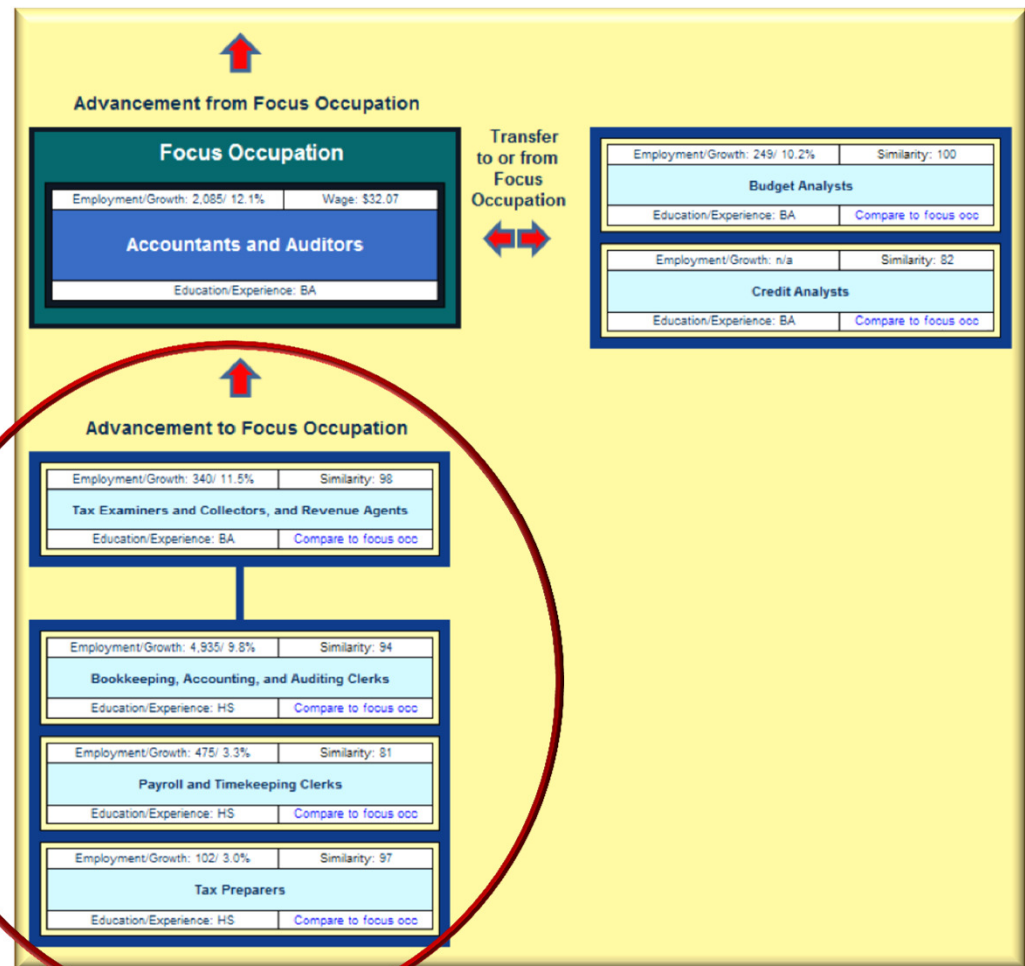
Alaska Career Lattice

Step 4 (continued)

Exploring occupations that can lead to the focus occupation

Occupations below the focus occupation provide the best opportunities for advancement to the focus occupation.

For example, someone who gains experience in one of the occupations on the bottom rung (such as Tax Preparer) might become a better candidate for an accountant position down the road.



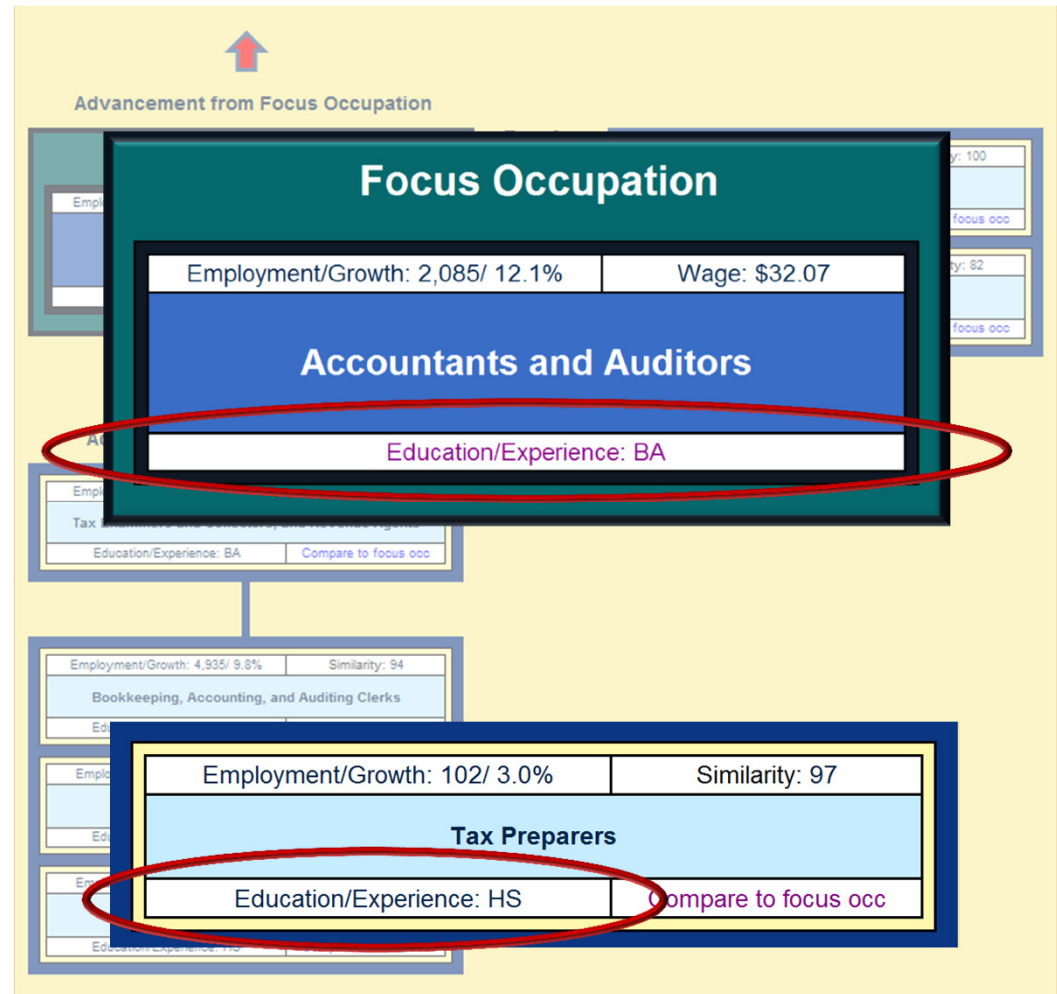
Step 4 (continued)

Education and Experience

One important consideration is education. At the bottom left of the Tax Preparer box, the required education is shown (high school diploma—abbreviated as HS).

The focus occupation requires a bachelor's degree (see bottom of its box); obviously, tax preparer experience alone would not qualify you as an accountant.

However, if you obtained an accounting degree, your tax preparer experience may give you a leg up on other graduates without that experience.



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Step 4 Education and Experience (continued)

You can find a list of education and training programs for an occupation by clicking on its education/ experience.

Click on the Education/Experience link for Accountants and Auditors to get a list of training programs in Alaska.

Now you know where you can get the education you'd need to become an accountant.

Focus Occupation

Employment/Growth: 2,085/ 12.1%	Wage: \$32.07
Accountants and Auditors	
Education/Experience: BA	

Training programs related to Accountants and Auditors

Alaska Pacific University
Accounting, BA

Charter College
Business Management and Technology: Computerized Accounting Concentration, BS

Ilisagvik College
Accounting I, Certificate
Accounting II, Certificate

University of Alaska Anchorage
Accounting, BBA
Accounting, AAS

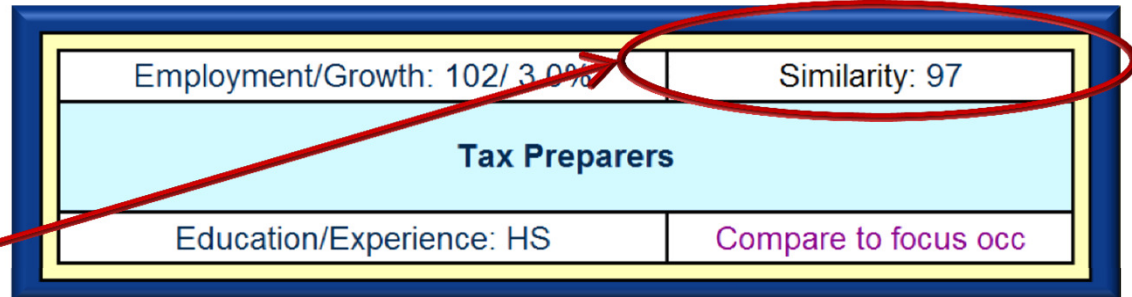
When done, return to the focus occupation by clicking the back button on your web browser

Step 4 (continued)

How similar are the occupations?

At the top right, there is a “similarity score” that indicates how strongly each occupation is linked to the focus occupation and how confident we are in the relationship.

This rating is based on our 9 year study of Alaska workers and extensive analysis of job characteristics. The maximum score is 100.



Employment/Growth: 102/ 3.0%	Similarity: 97
Tax Preparers	
Education/Experience: HS	Compare to focus occ

The similarity score for Tax Preparers is 97. This means it is very strongly related to the focus occupation (Accountants and Auditors)

Step 5: Comparing Job Characteristics

You can get a better idea of how an occupation compares to the focus occupation by clicking on the “Compare to focus occ” link.

Employment/Growth: 102/ 3.0%	Similarity: 97
Tax Preparers	
Education/Experience: HS	Compare to focus occ

This will bring you to a page that compares the two occupations on knowledge, skills, abilities and other job characteristics. This can give you an idea of what you need to improve on in order to prepare for the focus occupation.

Comparisons of Job Characteristics

Focus Occupation: Accountants and Auditors (13-2011)

Associated Occupation: Tax Preparers (13-2082)

Compare Knowledge

Compare Skills

Compare Abilities

Compare Detailed Work Activities

Compare Tools and Technologies

<<	Associated occupation element is much lower
<	Associated occupation element is lower
0	Associated occupation element is at a similar level
>	Associated occupation element is at a higher level
>>	Associated occupation element is at a much higher level

Knowledge	Similarity of Focus Occupation to Associated Occupation: 91				
Focus Occupation: Accountants and Auditors (13-2011)					
Associated Occupation: Tax Preparers (13-2082)					
Focus Occupation's Key Knowledge Elements	Average Rating, All Occupations	Focus Occupation's Rating	Associated Occupation's Rating	Evaluation of Associated Occupation	
Economics and Accounting	4.4	19.2	17.7	0	Current knowledge level may be sufficient
Mathematics	9.2	13.9	14.9	0	Current knowledge level may be sufficient
Computers and Electronics	8.4	12.5	12.7	0	Current knowledge level may be sufficient
Administration and Management	8.4	12.3	6.0	<<	Extensive education and/or training may be required

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Step 5 (continued) Comparing Abilities

Scroll down until you see the table labeled Abilities. This table compares the abilities of Tax Preparers and Accountants and Auditors.

The first column in the table shows the key abilities for Accountants and Auditors (the focus occupation).

Tip: to get definitions of the abilities listed in the first column, click on the column header.

Abilities		Similarity of Focus Occupation to Associated Occupation:				
Focus Occupation: Accountants and Auditors (13-2011)						
Associated Occupation: Tax Preparers (13-2022)						
Focus Occupation's Key Abilities Elements	Average Rating, All Occupations	Focus Occupation's Rating	Associated Occupation's Rating			Ev
Written Comprehension	11.0	14.6	12.9	<		Some
Number Facility	6.3	13.3	10.6	<		Some
Mathematical Reasoning	6.3	13.2	10.8	<		Some
Deductive Reasoning	10.6	13.0	11.8	<		Some
Near Vision	11.1	12.7	13.3	>		Current
Information Ordering	9.9	11.6	9.8	<		Some

The next three columns show ratings for the focus occupation and the associated occupation (Tax Preparers) as well as the average score for all occupations combined. For example, in Written Comprehension both occupations are above the average of 11.0 and the focus occupation scores higher than Tax Preparers (14.6 to 12.9).

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Step 5 Comparing Abilities (continued)

The final column gives you an evaluation of the ratings. With the exception of Near Vision, a tax preparer would probably need improvement in all of these key abilities (to advance to an accountant or auditor position.)

Abilities		Similarity of Focus Occupation to Associated Occupation: 96			
Focus Occupation: Accountants and Auditors (13-2011)					
Associated Occupation: Payroll and Timekeeping Clerks (43-3051)					
Focus Occupation's Key Abilities Elements	Average Rating, All Occupations	Focus Occupation's Rating	Associated Occupation's Rating	Evaluation of Associated Occupation	
Written Comprehension	11.0	14.6	10.8	<<	Extensive improvement in abilities may be required
Number Facility	6.3	13.3	8.3	<<	Extensive improvement in abilities may be required
Mathematical Reasoning	6.3	13.2	9.3	<<	Extensive improvement in abilities may be required
Deductive Reasoning	10.6	13.0	8.6	<<	Extensive improvement in abilities may be required
Near Vision	11.1	12.7	10.8	<	Some improvement in abilities may be required
Information Ordering	9.9	11.6	8.7	<<	Extensive improvement in abilities may be required
Category Flexibility	9.0	11.1	7.9	<<	Extensive improvement in abilities may be required
Speed of Closure	5.9	7.5	3.6	<<	Extensive improvement in abilities may be required

You might want to browse some of the other tables on this page. The Knowledge and Skills tables work the same way as the Abilities table.

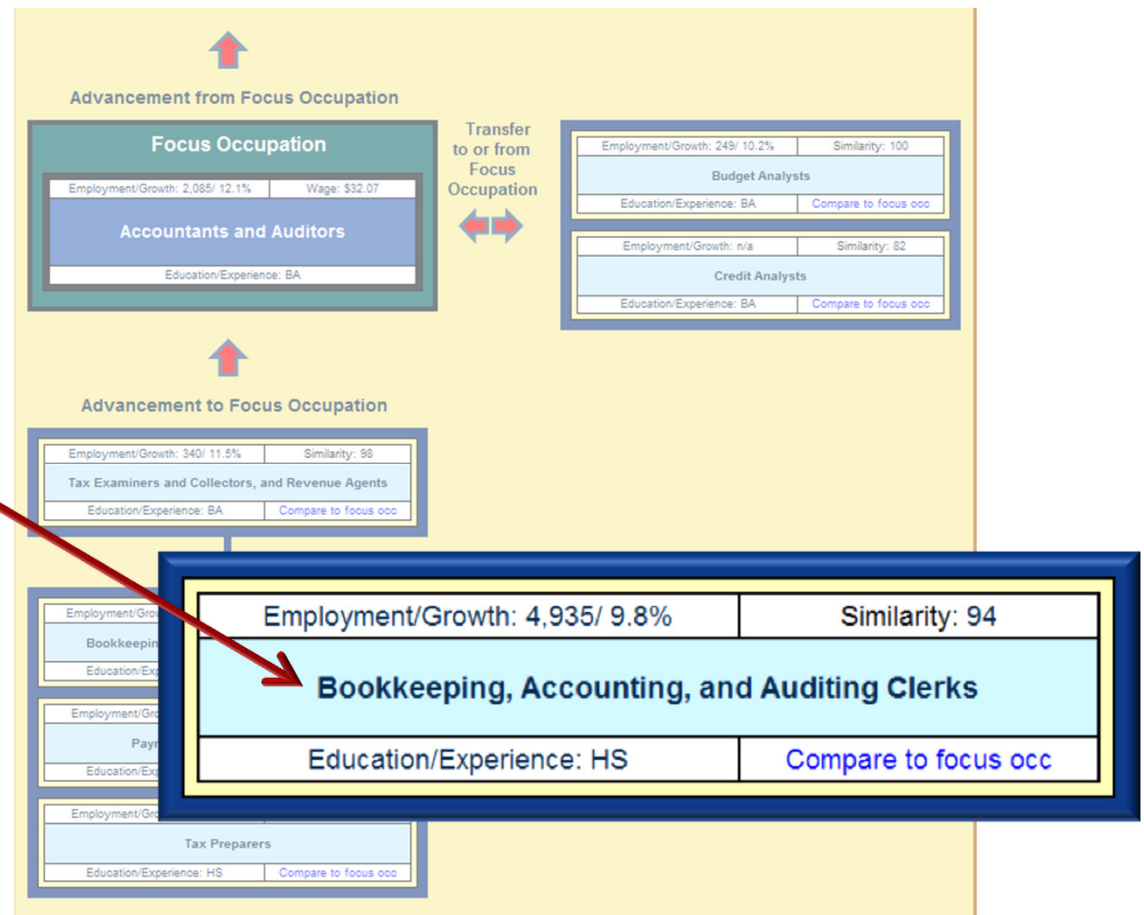
There are also tables that show work activities and tools and technologies that the two occupations have in common.

When done, return to the focus occupation by clicking the back button on your web browser

Step 6: Linking to another occupation's page

All of the occupations on the focus occupation's page are related to the focus occupation but they are not necessarily related to each other. By going to an associated occupation's page you can see what other opportunities it might provide.

For this tutorial, click on the title **Bookkeepers, Accounting, and Auditing Clerks** (in the top box of the bottom rung).



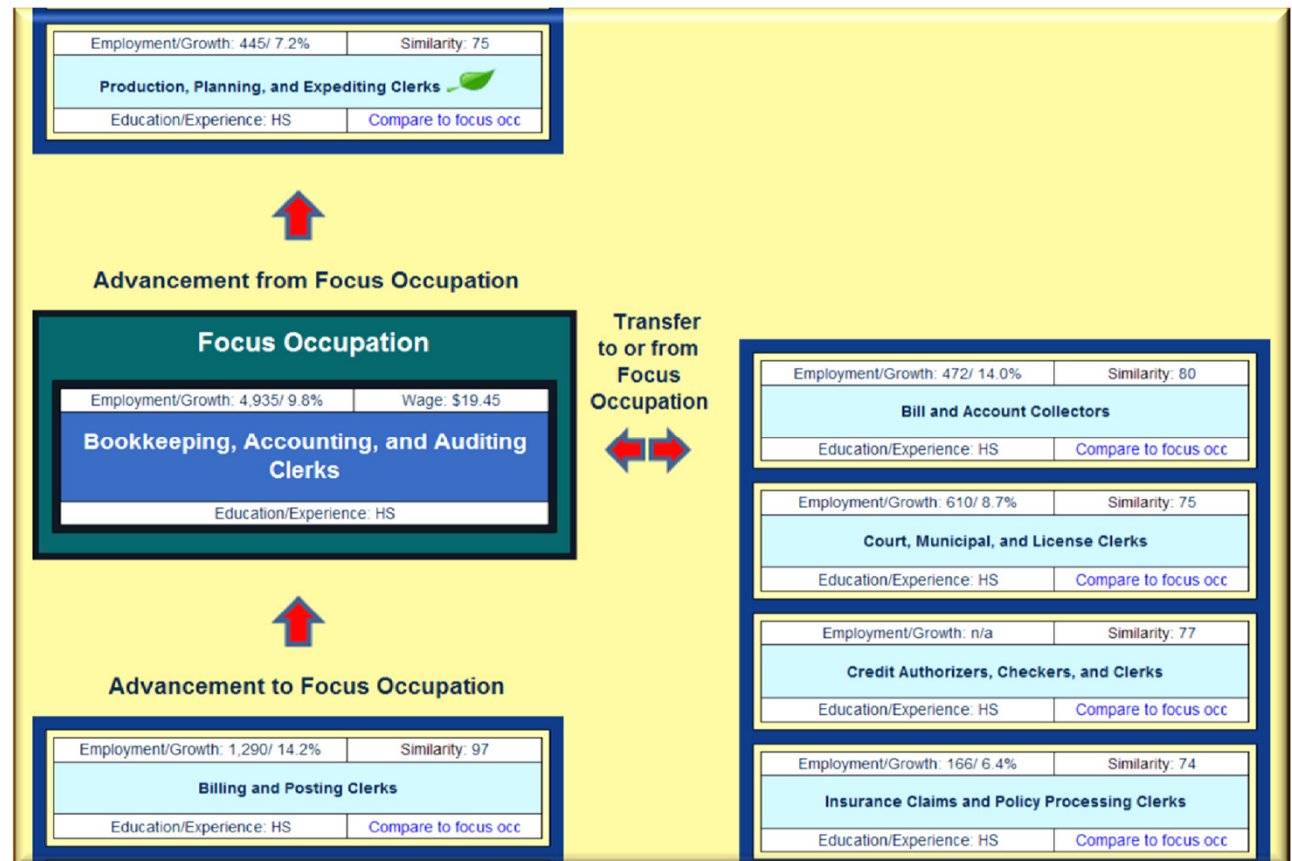
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Step 6: Linking to another occupation's page (continued)

You should now be at the Bookkeeping, Accounting, and Auditing Clerks career lattice page.

Click on the “Jump to focus occupation” link to put the focus occupation box in the center of the page.

As you can see, a bookkeeping, accounting or auditing clerk job may provide experience that can be applied to many occupations besides Accountants and Auditors.



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Learn More

You can learn more about the Alaska Career Lattice from the “Career Lattice Information” box that appears at the far right of every page:

Restrict your occupation list to green occupations, healthcare occupations or Science, Tech, Engineering and Math (STEM) occupations by clicking on one the filtered lattice links.

Learn more about what went into the lattice by clicking on the “How the Lattice Was Developed” link.

Read the Alaska Economic Trends article on the Career Lattice.

Career Lattice Information

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